

CORPORATE AFFAIRS COMMITTEE

A meeting of the Corporate Affairs Committee was held on 29 January 2009.

PRESENT: Councillor Clark (Chair), Councillors Brunton, Carter (as substitute for Councillor Purvis), McPartland and Mrs H Pearson.

OFFICERS: C Davies, S Harker, and R Painter.

**** PRESENT AS AN OBSERVER:** Councillor Jones.

**** APOLOGIES FOR ABSENCE** were submitted on behalf of Councillors Elder, Purvis and Rehman.

**** DECLARATIONS OF INTEREST**

No declarations of interest were made at this point of the meeting.

****MINUTES**

The minutes of the meeting held on 19 November 2008 were taken as read and approved as a correct record.

SCHOOL GOVERNING BODIES – APPOINTMENT OF LOCAL AUTHORITY SCHOOL GOVERNORS

A report of the Head of Commissioning and Resources was presented regarding vacancies for Local Authority appointed School Governors which had arisen as a result of resignations, the expiry of terms of office or the removal of Governors due to non-attendance.

It was noted that there were currently 9 vacancies out of a total of 142 Governorships for Local Authority representatives, which equated to 6.3%.

The nominations received for such vacancies were outlined in Appendix 1 of the report submitted and a further update was tabled at the meeting.

ORDERED as follows:-

1. That the following appointments be approved for a four-year term of office:

<u>School</u>	<u>Governor</u>
Archibald Primary	Reverend G Holland (w.e.f. 12.4.09)
Beechwood Primary	Mrs T Higgins (w.e.f. 20.4.09)
Berwick Hills Primary	Mrs S Holland (w.e.f. 28.5.09)
Chandlers Ridge Primary	Councillor P Sanderson (w.e.f. 29.5.09)
Easterside Primary	Mrs G Smith (w.e.f. 29.1.09)
North Ormesby Primary	Mrs A Bayley (w.e.f. 29.1.09)
St Alphonsus RC Primary	Mrs A Downing (w.e.f. 29.1.09)
St Bernadette's RC Primary	Mrs M Kilgallon (w.e.f. 13.2.09)
Beverley School	Miss K Clegg (w.e.f. 30.1.09)
Complementary Management Board	Councillor P Thompson (w.e.f. 29.1.09)

2. That appointments to the following vacancies be deferred pending the receipt of nominations in respect of:

Breckon Hill Primary.
Captain Cook Primary.
Chandlers Ridge Primary.
Rosewood Primary.
Thorntree Primary.
Hall Garth School.
The Newlands FCJ School.

PROTOCOL ON MEMBER/OFFICER RELATIONS

A report of the Director of Legal and Democratic Services was presented by the Members' Office Manager in respect of proposed amendments to the Protocol on Member/Officer Relations.

The Member/Officer Protocol set out certain expectations and requirements in relation to the way in which Members and Officers worked with each other, and a framework for sound professional working practices and relationships.

Section 16 of the Protocol dealt with matters relating to correspondence. There had been a number of occasions when e-mails that were private and confidential had been copied or forwarded to other Members, the public and the press. In order to prevent this happening, Officers had, on occasion, used the 'Prevent Copying' facility available in Lotus Notes. In one instance this had resulted in a complaint about the Officer's behaviour in using this facility.

The current Protocol forbade the use of the 'bcc' or 'blind copy' function. In reality, many people used this facility and its use could not be detected or in any way controlled. In view of this it was felt that this particular element of the Protocol was out of date and unenforceable, and should be revised.

The proposed revised wording, set out in paragraph 9 of the submitted report, was as follows:

'Where correspondence has been marked "Private and Confidential" or "Not for Circulation" this should always be respected, and such correspondence should not be copied or forwarded to other people unless the original author consents. This applies especially to emails.

Where the requirements of 16.1 are knowingly disregarded, then the person failing to observe these requirements will be notified in advance that in future the 'Prevent Copy' facility will be used for e-mails that are private and confidential, or where the author does not intend them to be forwarded or otherwise circulated to other people. The 'Prevent Copy' facility should not be used as a matter of course for emails that are not "Private and Confidential" or "Not for Circulation".

The amended section clarified that correspondence, and particularly emails, that were marked as indicated should be respected, and that if anyone knowingly disregarded this, the 'Prevent Copy' facility would be used. However, it was emphasised that the 'Prevent Copy' facility should not be used as a matter of course.

The report and recommendations had been agreed by Constitution Committee on 28 October and by Standards Committee on 9 December 2008.

In response to a query, the Member's Office Manager confirmed that persistent breach of the Protocol could constitute a breach of the Code of Conduct

ORDERED as follows: -

- (i) That the proposed revised wording as set out in paragraph 9 of the submitted report was agreed and would be incorporated into Member/Officer Protocol contained in Part 8 of the Constitution.
- (ii) The Members' Officer Manager would write to all Members informing them of the amendment to the Member/Officer Protocol.

